This brochure is designed with information on how to research permits, licenses, inspections, violations, and cases pertaining to compliance of the Indianapolis/Marion County Revised Code.

COMMON CASE TYPES

Department of Code Enforcement (DCE):

CIT – Citation
DEM – Demolition
ELE – Electrical Permit
HTG – Heating Permit
HWG – High Weeds and Grass
ILD – Illegal Dumping
ILP – Improvement Location Permit
INV – Investigation case
LGL – Case is in court
MST – Master Permit
NOT – Notification
PLM – Plumbing Permit
PRJ – Permits/Project
ROW – Right of Way Permit
RNH – Repair No Hearing
RWH – Repair With Hearing
SGN – Sign Permit
STR – Structural Permit
TRH – Trash
VBO – Vacant Board Order
VEH – Inoperable vehicle
VIO – Violation

Health Department (MCPHD):

CRT – Case is in court
HINV – Housing Investigation
HSG – Housing
JTD – Junk, Trash or Debris
TRA – Trash

Revised: January 2016

Department of Code Enforcement

Driving public safety and improving quality of life in the City of Indianapolis / Marion County through the strategic application of civil code regulation, and the efficient and effective administration of:

- *PERMITS*
- *LICENSES*
- *INSPECTIONS*

For a complete list of services and resources, visit us online, in person or give us a call!

LOBBY HOURS:

Mon, Tue, & Thu:	*8:00 a.m. — 5:00 p.m.*
Wed:	*12:00 p.m. — 5:00 p.m.*
Fri:	*9:00 a.m. — 5:00 p.m.*
Sat, Sun & Holidays:	*Closed*

Questions regarding case history, permits, reports and enforcement? Visit the Citizen Access Portal **Indy.gov/dce/research**.

Like Us On Facebook **/IndyDCE**

Follow Us On Twitter **@IndyDCE**

To report an ordinance violation or neighborhood concern:

By Phone: **(317) 327-4MAC (4622)**
Go Online: **Indy.gov/RequestIndy**
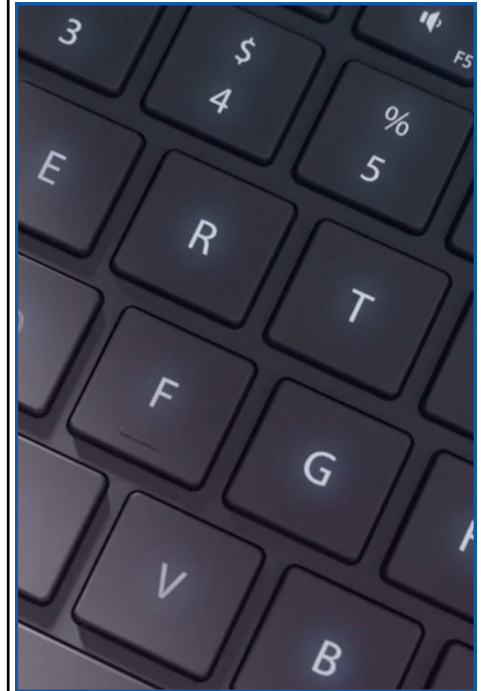Mobile App: **RequestIndy** (iPhone/Android)

DCE
DEPARTMENT OF CODE ENFORCEMENT

THE CITY OF
INDIANAPOLIS
DEPARTMENT OF CODE ENFORCEMENT
EST. 1821

CITIZEN ACCESS PORTAL (ACCELA)

The primary purpose of this website is to provide a tool for public research into the many kinds of cases that result from work performed by Planning, the Indianapolis Historic Preservation Commission (IHPC), the Department of Code Enforcement (DCE), and the Marion County Health Department (MCHD). It can be found at: **www.indy.gov/dce/research**.

WHAT TYPE OF INFORMATION IS AVAILABLE?

The City of Indianapolis / Marion County's Permit, Land Use Petition, and Enforcement Case portal provides information about 'cases', including:

- **Petitions**: Variances, Rezonings, Vacations, Approvals, Regional Center, Plats.
- **Certificates of Appropriateness**: Available from IHPC.
- **Permits, Licenses** and **Inspections**: Drainage, Driveway, Electrical, Encroachment, Flood, Flora, Heating & Cooling, Improvement Location, Master, Plumbing, Right of Way, Sewer, Sign, Street Construction, Structural, Wrecking Permits; Business & Contractor Licenses, Self-Certification Tags, Project, Notification, State Variance, & Research Cases.
- **Code Enforcement Cases**: Building, Zoning, Infrastructure and Right-of-Way Investigations and Violations, Asbestos, High Weeds & Grass, Legal, Damage Assessment, Vacant Structures, Demolition, Trash, Environmental Investigation, Weights and Measures, Fuel Pumps and taxi Meters, Inoperable and Abandoned Vehicles, Citations.
- **Health Department Violations**: Any occupied housing concerns such as interior conditions, exterior maintenance, bedbugs, mold, rodents, and lead.

HOW IS THE WEBSITE ORGANIZED?

Information provided by the different agencies to this website is organized across the top of the page, under five tabs:

- **Home** – the default page for this part of the website.
- **Permits** – permits issued by DCE and related inspections.
- **Enforcement** – cases such as investigations, initiated by DCE, often in response to information from the Mayor's Action Center and other City/County agencies.
- **Planning / Historic Preservation** – cases initiated by Planning or IHPC, as well as those initiated by the public, such as Land Use Petitions and Certificates of Appropriateness.
- **Health Department** – cases, such as violations, initiated by MCHD.
- **Business Licenses** – licenses issued by DCE and related inspections.

Each case has a unique identifier. In Permits, Enforcement, and Health Department, they are generally in the form XXXYY-99999, in which:
- XXX or XXXX is an abbreviation of the case type.
- YY is the 2-digit year in which the case was created.
- 99999 is a 4-6 digit sequential numeric identifier.

EXAMPLE

HWG10-12345: A high weeds and grass case opened in 2010.

TIPS FOR SEARCHING

Searching is normally performed by following these steps:

- Click the tab at the top of the page for the data you wish to see (i.e. Permits, Enforcement, etc.).
- Click the dropdown next to 'General Search' to focus the type of search you will be conducting (general or by address).
- Enter search criteria into the fields appropriate for your query.
- Click the 'Search >>' button at the bottom of the page.
- Results will appear at the bottom of the page. Click on any of the results for more details.
- Click on the triangle next to any header to expand the information.
- A search will return a maximum of 100 records. In cases where this limit is exceeded, site users are advised to refine their search criteria or use a Case Research Report.
- Refine searches by providing as much criteria as possible and by limiting ranges of data within which you are searching, such as by using the 'Start Date' and 'End Date.'
- The Case Research Report is useful for large searches or for unusual parameters. A case research report can be generated by address, MAC Siebel number or case number. These reports can be produced by clicking 'Case Research Report' under the 'Home' tab of **www.indy.gov/dce/research**.